# State of Nevada



# Ektron Content Management System (CMS)

**Basic Training Guide** 

May 22, 2013

#### Master Template - Home Page - default.aspx

Header Lett (Agency Logo and Title)

(626px x 120px)

Header Right (NV.gov Branding & Search)

**Banner Right** 

Next Sch Meeting, Popular Links, Images

(Width: 290px) Content Block

Main Navigation Flex Menu

Banner Left

Slides (Şm; 600 x 300 gx, and Large: 910 x 300 gx) Slides Template

Main Content

Initiative Boxes, Carousel & any text to be displayed on the homepage (Width: 910px) Content Block

Left Content

(Width: 445px) Content Block

Banner Right

(Width: 290px)

Footer Menu Flex Menu

Copyright Info

Cannot be changed, NV.gov branding

Site Setup in Setup folder

Agency Title - Home Page ID field

Main Navigation – Menu Settings section Main Navigation (Top)

Footer Menu – Menu Settings section Footer Menu (Bottom)

Copyright Info - Menu Settings section Footer Menu (Bottom)

Logo – Top Header Information Banner Logo Image (upload image to features folder)

Image Specifications:

-Image file saved as PNG

- Small Size: 155px x 120px

OR

- Large Size: 625px x 120px

Areas Configurable in the Metadata Tab

Banner Left – Will grow if Banner Right has no content

Image Specifications:

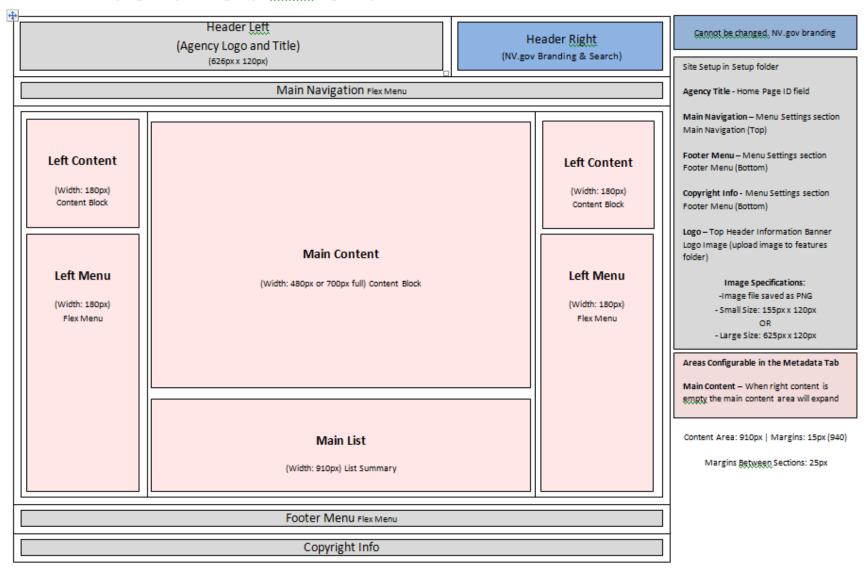
- Small: 600px x 300px

- Large: 940px x 300px

Content Area: 910px | Margins: 15px (940)

Margins Between Sections: 25px

#### Master Secondary Page Template - Page Style 1.aspx - Page Template



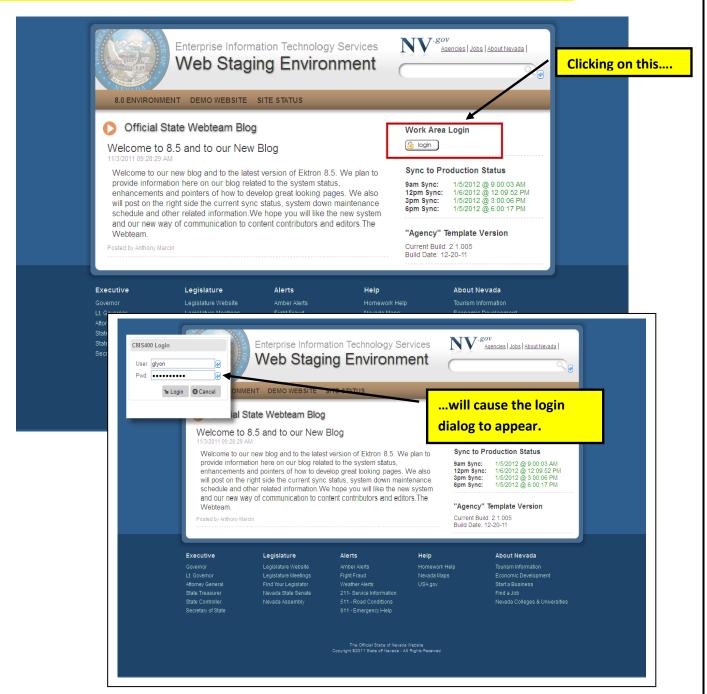
## **Basic Training Guide**

## **Table of Contents**

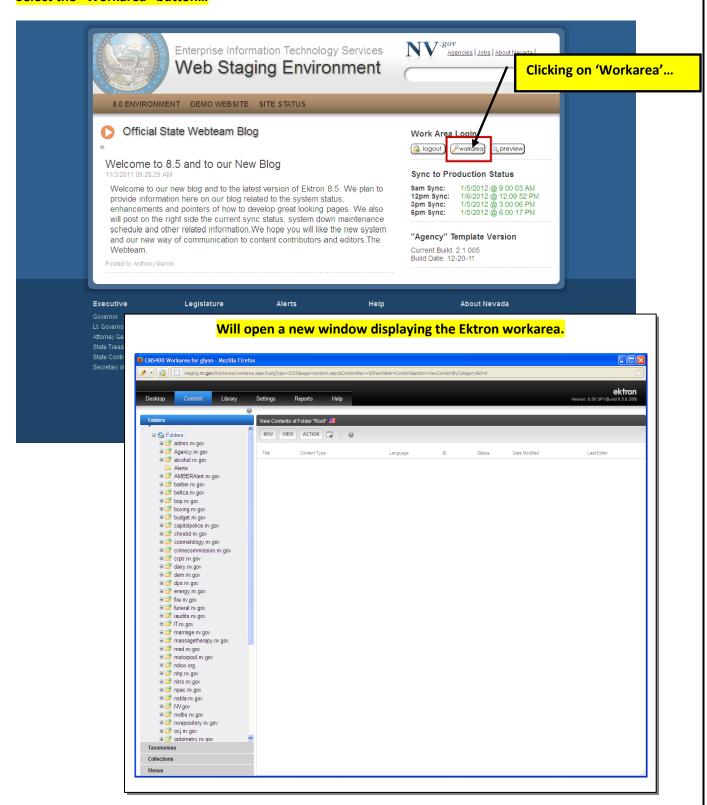
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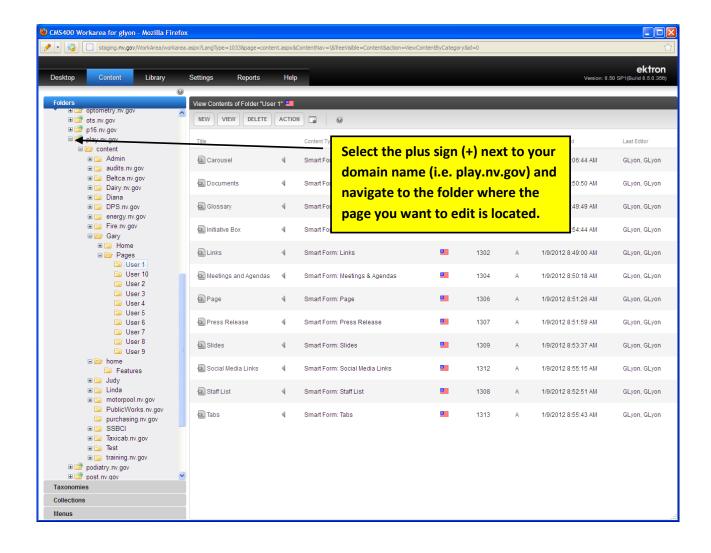
## **Logging In and Navigating to Your Website Folders**

Direct your browser to <a href="http://staging.nv.gov">http://staging.nv.gov</a> and log in using your State email login credentials.

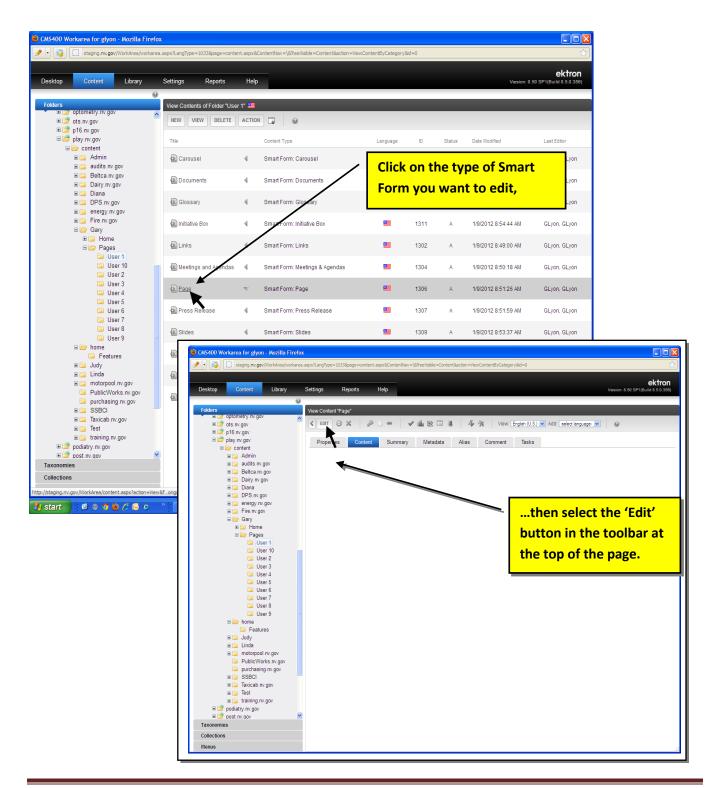


#### Select the "Workarea" button...





## Add Content to a Smart Form (Edit Content Block)



## **Adding a Smart Form to Your Website**

In most cases your website will be pre-populated with the Smart Forms your agency has requested. The following procedures will allow you to add a new Smart Form in the event another is required. Refer to Appendix A for a list of currently available Smart Forms and guides and how they are intended to be used and where to enter content. You can also view available Smart Forms by going to the <a href="Page Layouts - Smart Forms">Page Layouts - Smart Forms</a> webpage.

If a Smart Form is listed in Appendix A or on the Page Layouts – Smart Forms webpage and does not appear in the **New > Smart Form drop-down menu for your site**, please contact Stateweb at (775) 684-7323.

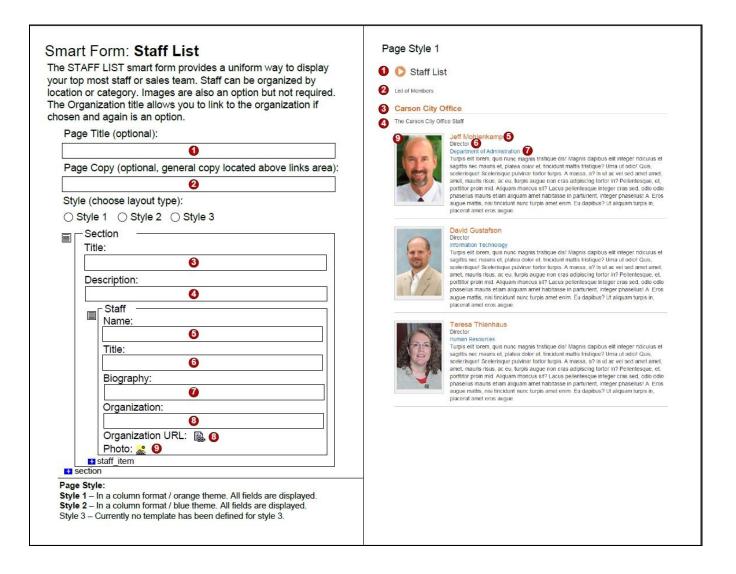
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## **Appendix A - Smart Form Usage Guide**

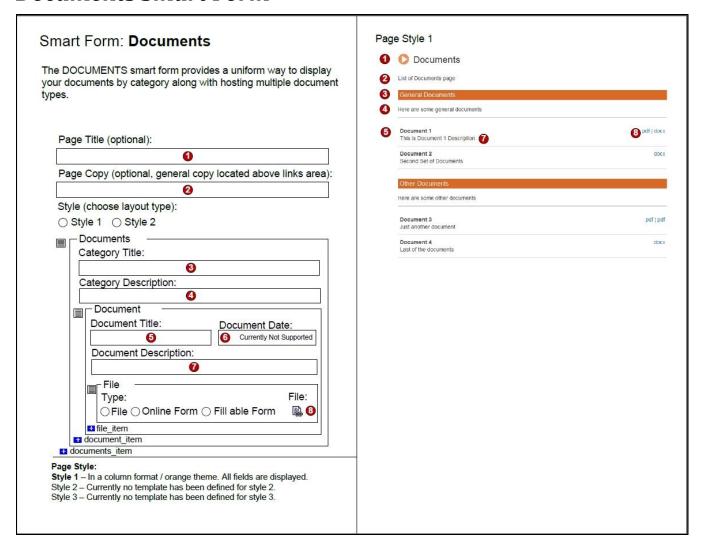
The following pages contain guides to selecting Smart Forms and adding content.

## Appendix A - Section 1 - Some Smart Forms Available

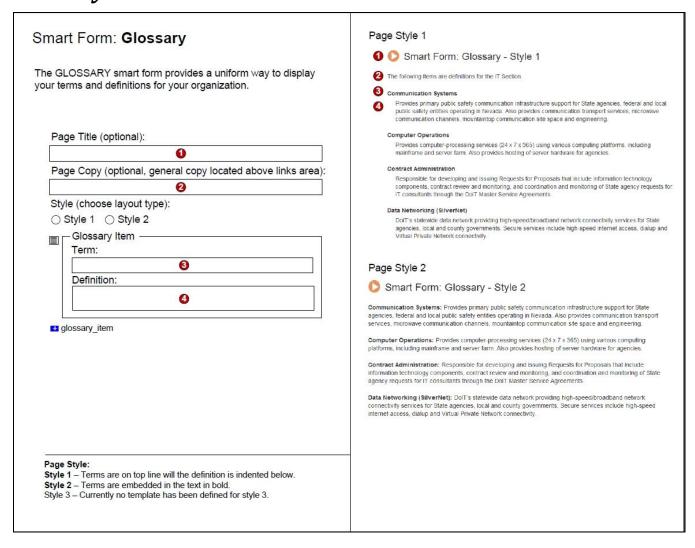
#### Staff List Smart Form



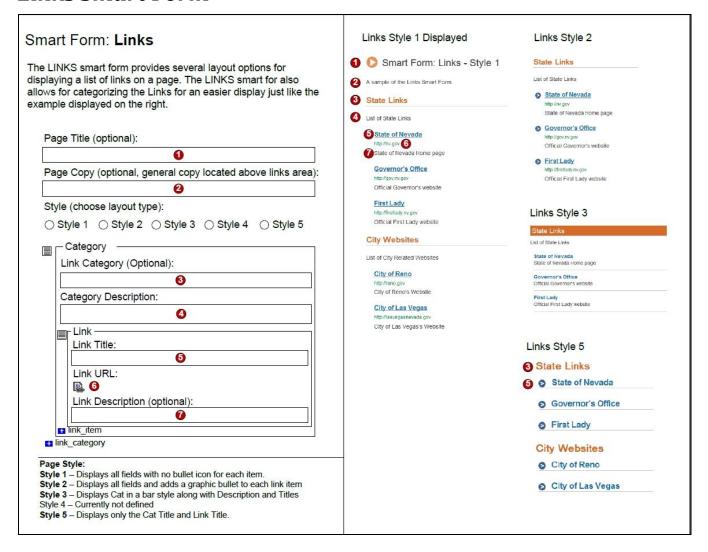
#### **Documents Smart Form**



#### **Glossary Smart Form**

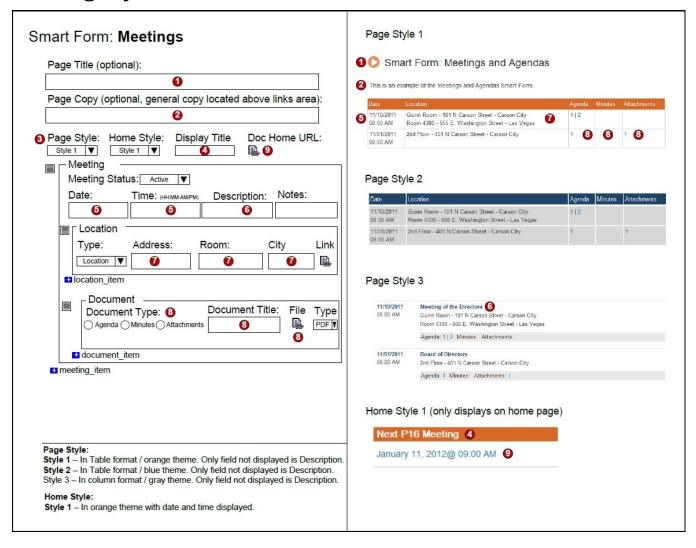


#### **Links Smart Form**



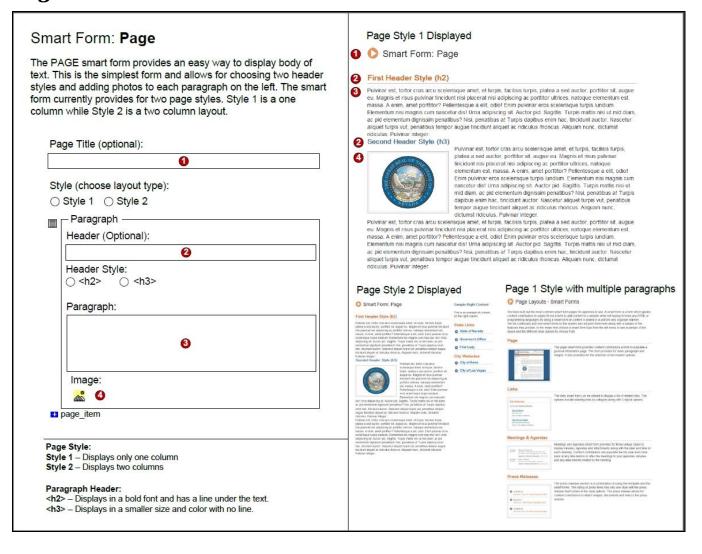
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### **Meeting Information Smart Form**

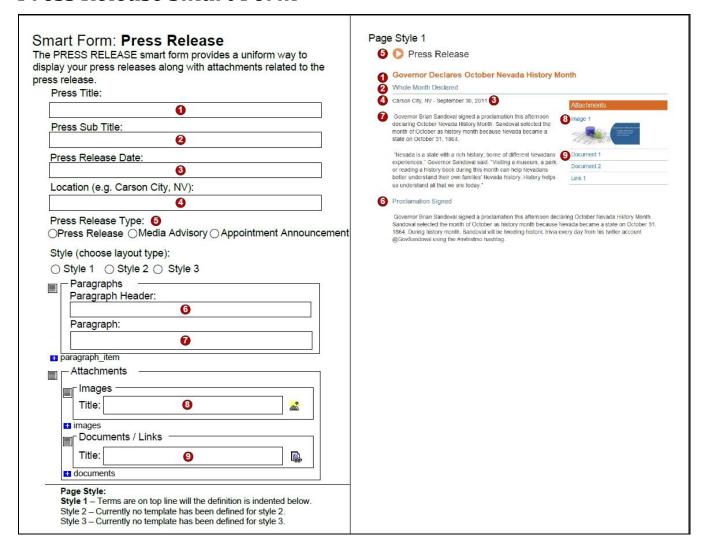


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#### Page Smart Form



#### **Press Release Smart Form**



## Service Catalog Smart Form

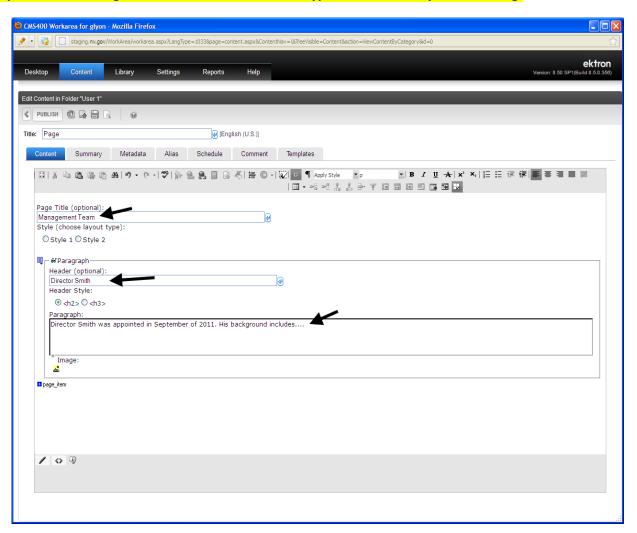
Smart Form: Service Catalog	Enterprise IT Services Catalog   IT Labor   Computing Services   Server/Non-Server Hosting   Silvemet WAN   Telecommunications   Network Transport   Security   Assessments
Page Title:	IT Labor
	Programmer / Developer Per Hour   \$79.39
Page Parapraph:	EITS provides a variety of software programming services including maintenance of existing computer software applications; maintenance and development of WEB software applications; development of new software information systems, software testing and product support; and technical documentation of software. Programming service is a per hour charge and is billed monthly as incurred.  Budget: 1365   Exp_GL: 7510   Rev_GL: 3816   Org Code 6561
Category —	Database Administrator Per Hour   \$89.14
Title:  Item Title:  Rate: Amount:	EITS performs a variety of database and technical information management services including administration and tuning of database management programs and systems, database support for new computer applications and designs, specialized data file management and support for database planning. DBA service is a per hour charge and is billed monthly as incurred.  Budget: 1365   Exp_GL: 7510   Rev_GL: 3816   Org Code 6561  Computing Services
URL:	Batch Per CPU Minute   \$25.56 Batch is a mainframe CPU (Central Processing Unit) per minute charge, for accumulated minutes, for any job in a JCL (Job Control Language) format and run under the z/OS operating system. Batch is billed monthly as incurred.
	Budget: 1385   Exp_GL: 7520   Rev_GL: 3809   Org Code 8521
Budget Coding:  Rate Table  Title:	CICS  Per CPU Minute   \$7.56  CICS (Customer Information Control System) is a mainframe transaction processing system used primarily by end-users. It provides a standard interface for application programs to communicate with workstations, files and databases. CICS is a CPU per minute charge, for accumulated minutes, for any processing done under CICS control. CICS is billed monthly as incurred.  Budget: 1365   Exp_GL: 7510   Rev_GL: 3816   Org Code 6561
Tier: Start: End: Term: Rate:	DB2 Per CPU Minute   \$108.75  DB2 is a mainframe relational DBMS (Database Management System) that provides data storage, retrieval, and integrity functions required by batch or CICS programs. DB2 is a CPU per minute charge, for accumulated minutes, for any database processing performed. DB2 is billed monthly as incurred  Budget: 1365   Exp_GL: 7510   Rev_GL: 3816   Org Code 6561

## **Appendix A - Section 2 - Working With Smart Forms**

## Enter content using the Smart Form Guide.

Refer to "Appendix A – Section 1: Some Smart Forms Available".

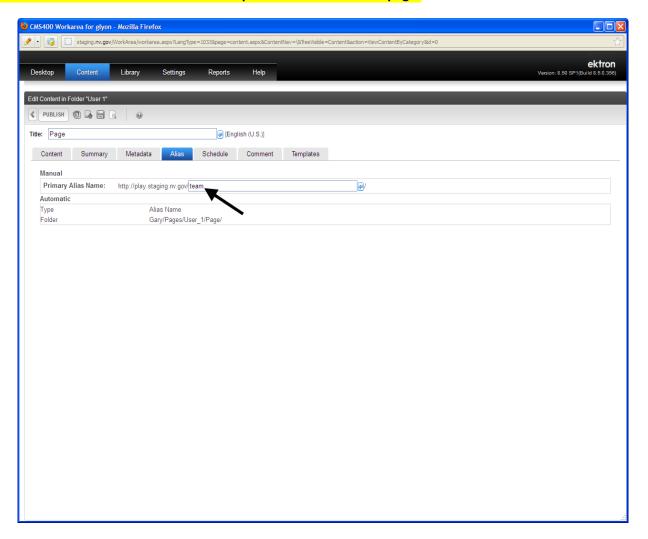
Enter your content using the Smart Form Guide for the type of Smart Form you are editing.



#### Set Manual Alias

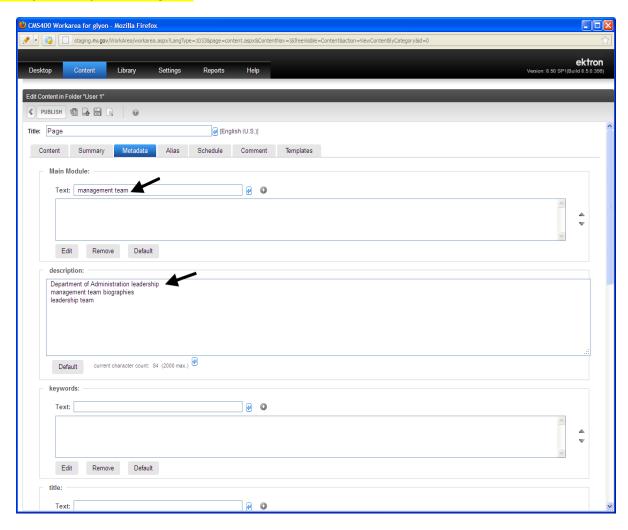
Setting a manual alias means designating the path to a content block manually rather than letting the system assign the path automatically.

Select the 'Alias' tab and enter a name to represent the URL for the page.



## Metadata - Designate Keywords, Page Title and Description

Select the 'Metadata' tab and enter/update keywords that related to the content of the page so it can be more easily found by search engines.

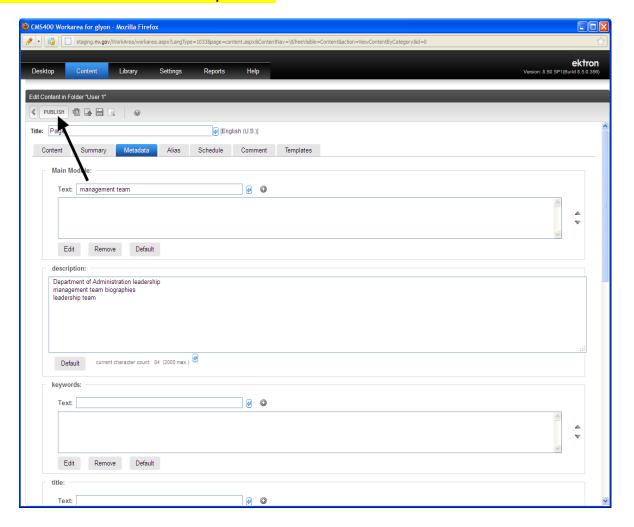


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## **Publishing Content**

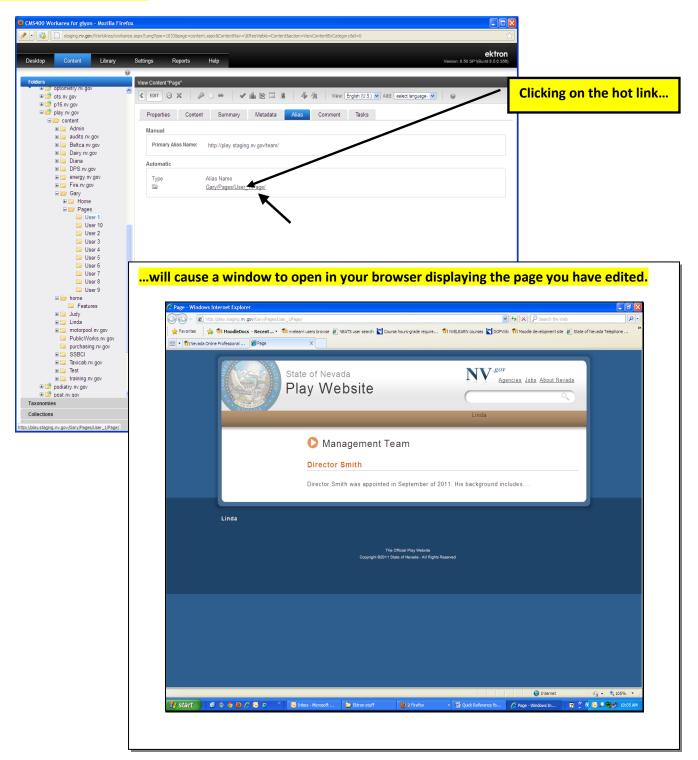
Publishing pushes the changes made to the production site after they next scheduled sync.

Select the "Publish" button in the top toolbar.



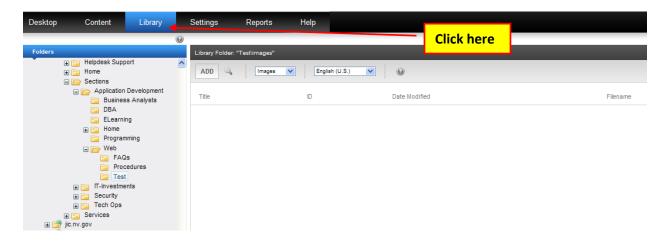
### How to Verify Content Appears as You Want It To

Select the "Alias" tab, then click on the hot link under "Alias Name" to display the page and verify the content appears as you want it to.

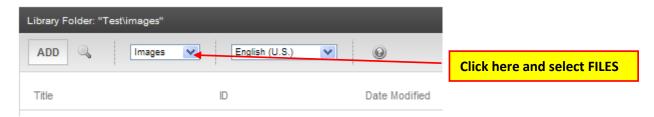


### Overwriting (Replacing) a Document Previously Posted

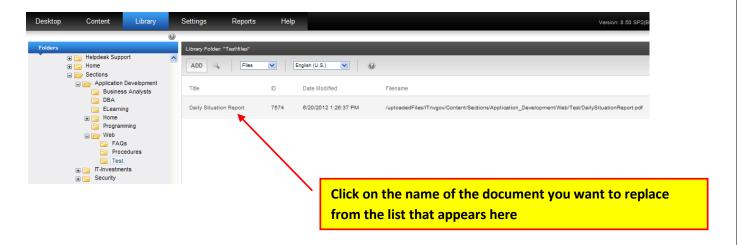
Direct your browser to <a href="http://staging.nv.gov">http://staging.nv.gov</a> and log in using your State email login credentials. In the WORKAREA click the LIBRARY tab.



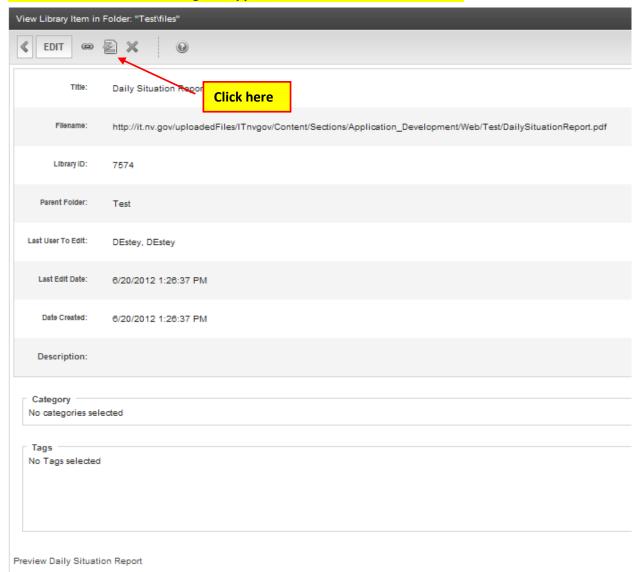
Navigate to the folder the document was previously uploaded to and click the Images drop-down button and choose FILES.



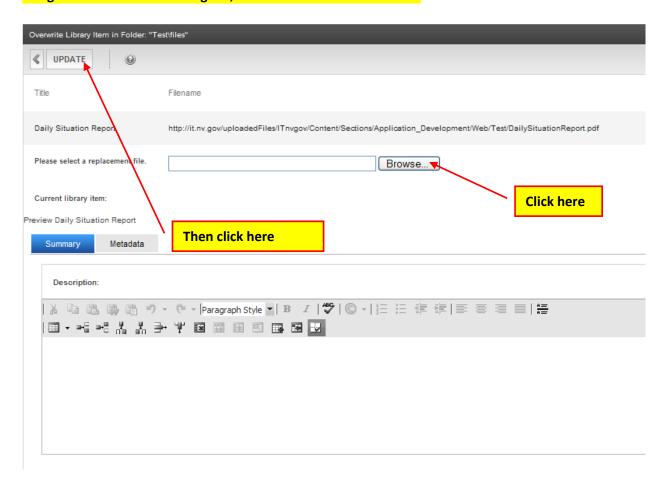
Click on the name of the document you want to replace from the list that will appear in the right pane.



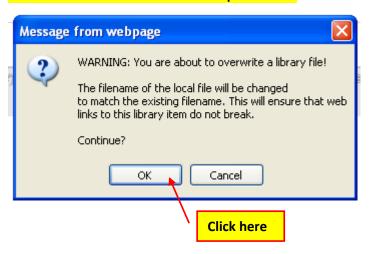
#### When the VIEW LIBRARY dialog box appears, click on the OVERWRITE icon.



When the dialog box below appears, click the BROWSE button and then navigate and select the file you are using to overwrite the existing file, then click the UPDATE button.



When the Message from webpage warning appears, click OK. When it has completed processing the original file has been overwritten with the updated file.



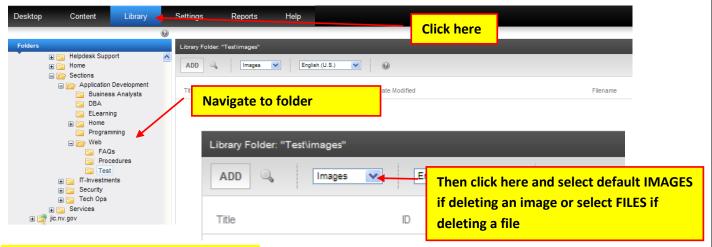
Go to the browser page you were trying to see changes on and click the refresh button.



NOTE: If you were having trouble seeing your changes, you should see your changes now. If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.

#### Deleting a Document or an Image Previously Posted

Direct your browser to <a href="http://staging.nv.gov">http://staging.nv.gov</a> and log in using your State email login credentials. In the WORKAREA click the LIBRARY tab.



NOTE: If deleting an image skip this step. Navigate to the folder the document was previously uploaded to and click the Images drop-down button and choose FILES (leave on default Images, if deleting an image) from the drop-down shown above.

#### DOCUMENT - Click on the name of the document you want to delete from the list.

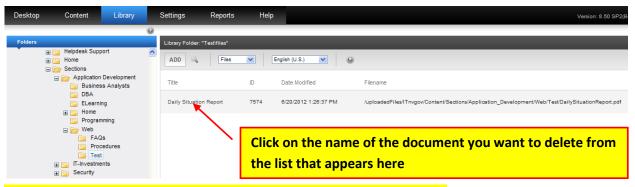
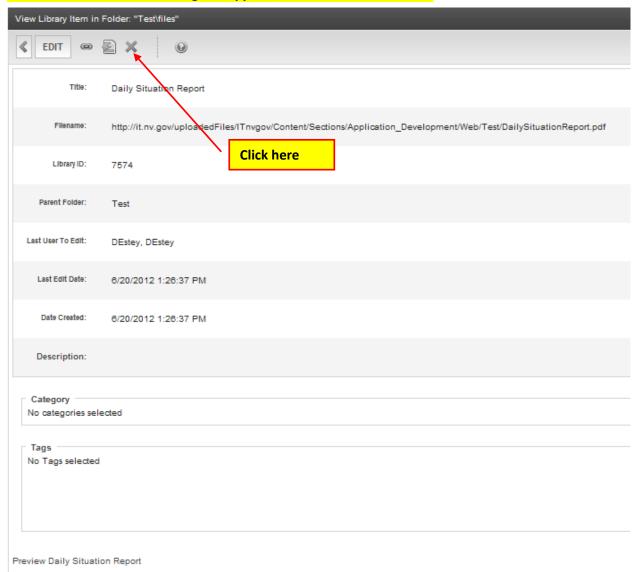


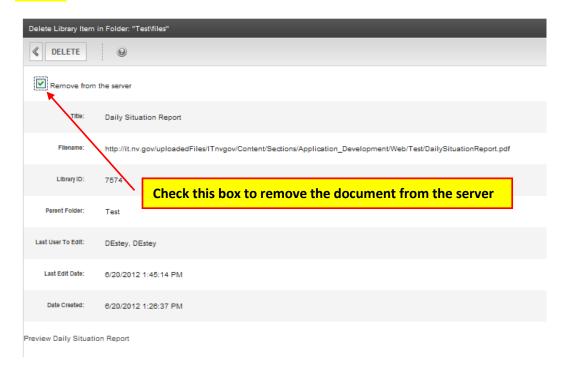
IMAGE - Click on the name of the image you want to delete from the list.



#### When the VIEW LIBRARY dialog box appears, click on the DELETE icon.



When the DELETE LIBRARY ITEM IN FOLDER dialog box appears, check "REMOVE FROM SERVER" and click on DELETE.



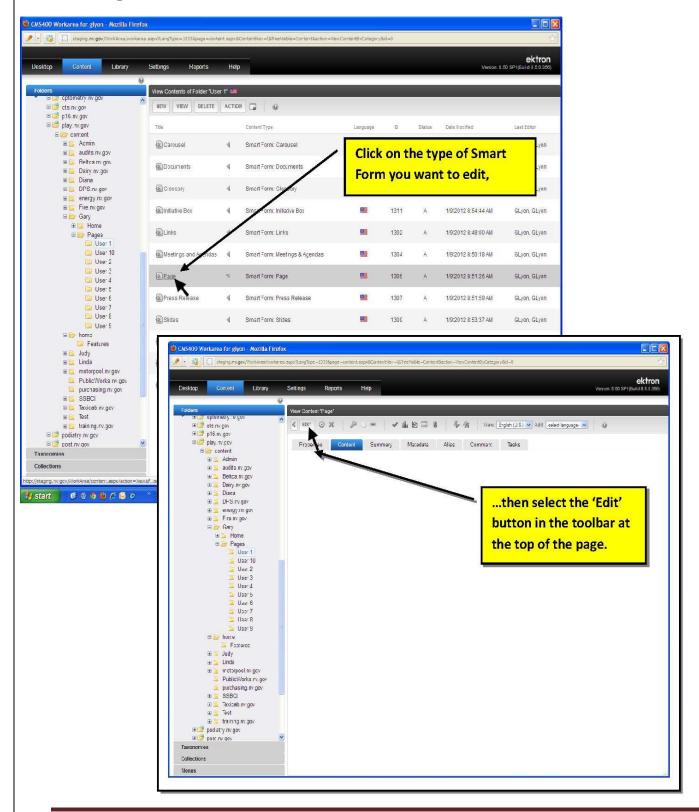
Go to each of the websites pages that the document or image you deleted were on and remove any links to documents. Then, in your browser go to each page and in the staging environment to verify the links and document or image have been removed.



NOTE: If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site.

If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.

## Adding Content to a Smart Form



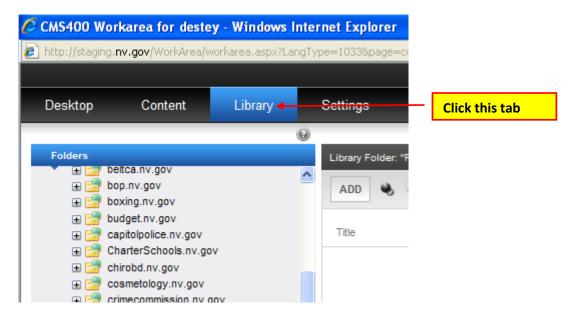
#### Procedure for adding a new document to the CMS

#### There are two ways to upload a file.

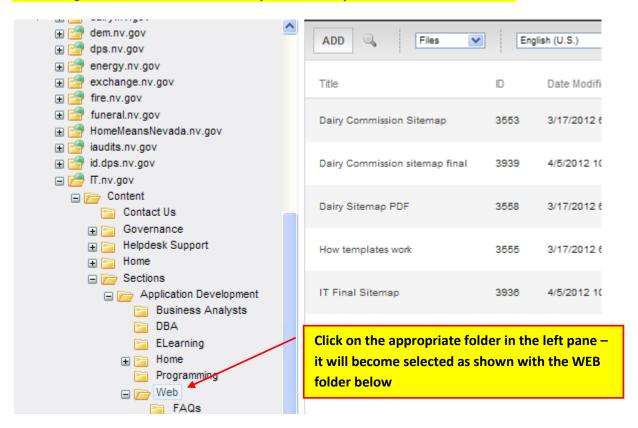
- $1^{st}$  option is to upload the document before you add it to the content block (or smart form) you want it to appear on.
- 2<sup>nd</sup> option is to upload the document from within the content block or smart form you want it to appear on.

#### Option 1 Procedures- Upload prior to Updating the Smart Form

Make sure you are logged in to the Content Management System, and then click the LIBRARY tab at the top of the WORKAREA. Note: The WORKAREA by default opens to the CONTENT tab.



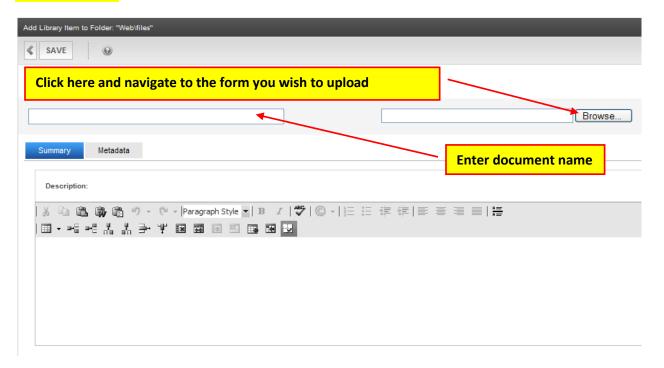
#### Next, navigate to and click on the folder you want to upload the new document to.



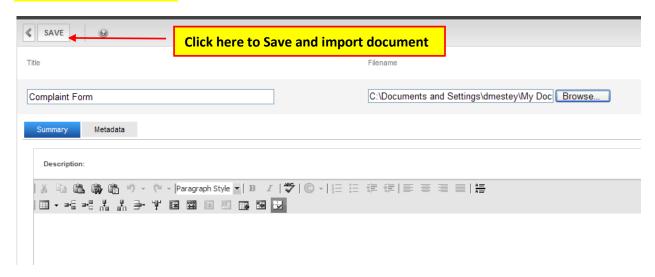
#### Then click the ADD button in the right pane.



Then click the ADD button in the right pane. Then, click the BROWSE button in the "ADD LIBRARY ITEM TO FOLDER dialog box and navigate to the form you wish to upload, and then enter the document name.



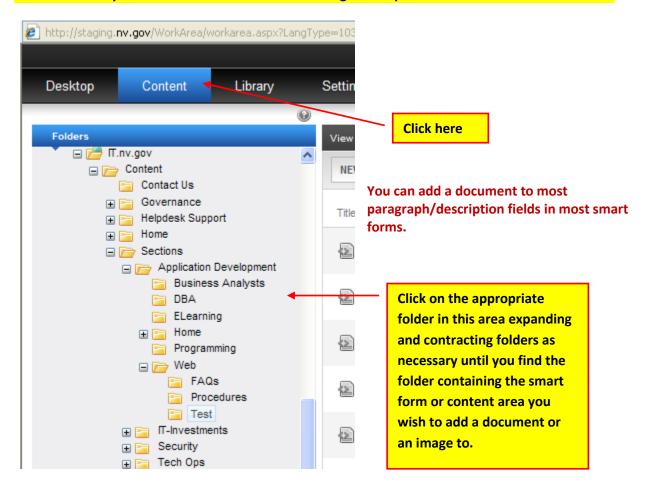
#### Then click the SAVE button



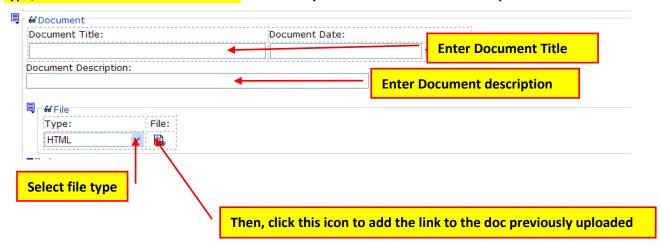
Your document should now appear in the right pane as shown below. NOTE: You may need to change the drop-down from the default "Images" to "Files" to see the document uploaded.



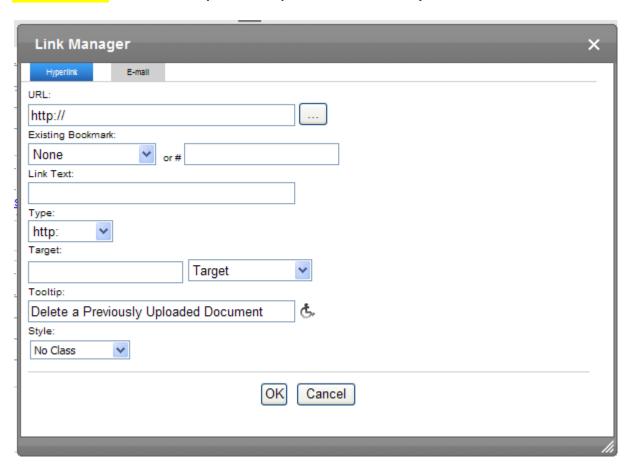
Next, in the WORKAREA click the CONTENT tab, then navigate to the folder containing the smart form or content area you wish to add the document or image to. Open the smart form or content area.



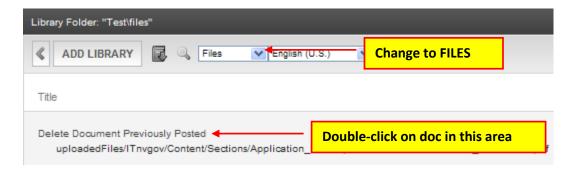
In the smart form or content area, create enter the document title, description and select the file type, then click the icon to add the link. This example uses the DOCUMENTS Template.



When the LINK MANAGER dialog box appears, copy the document title into the tooltip area, then click the URL button. NOTE: This step is done to provide for accessibility

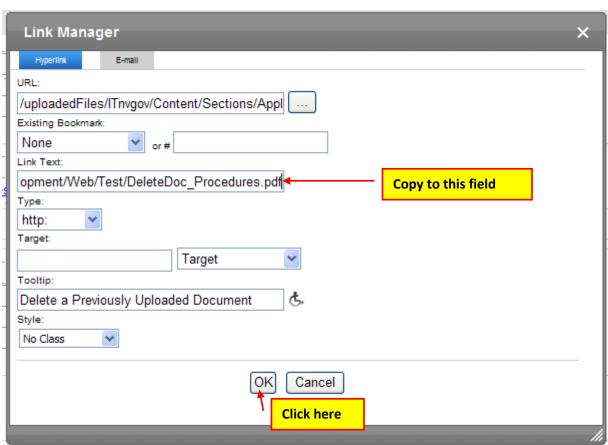


Navigate to the folder containing the document you want to link to and change the type to "FILES".



## Double-click on the document title to add it as your link.

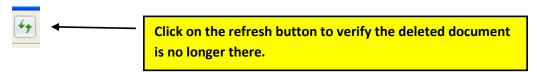
The LIBRARY FOLDER will disappear and in the Link Manager dialog box you will see the link path has been added in the URL field. It is recommended that you copy the URL path to the LINK TEXT field as this is displayed in the smart form and will make it easy to locate the folder the document resides in if you ever have to replace it.



### The finished product will look similar to the print screen showing below.



Go to the browser page in the staging environment you were trying to see changes on and click the refresh button.



NOTE: If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site.

If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.

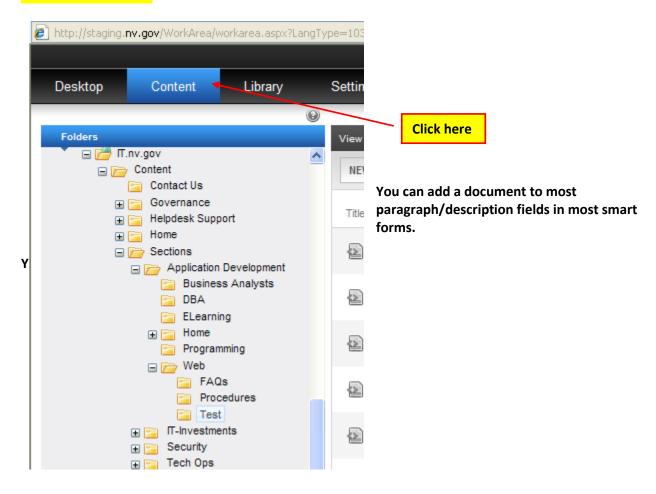
# Procedure for adding a new document to the CMS

### There are two ways to upload your document.

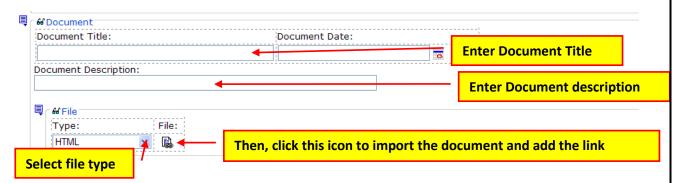
- 1<sup>st</sup> option is to upload the document before you add it to the content block (or smart form) you want it to appear on.
- 2<sup>nd</sup> option is to upload the document from within the content block or smart form you want it to appear on.

# Option 2 Procedures- Upload from within Content Area or the Smart Form

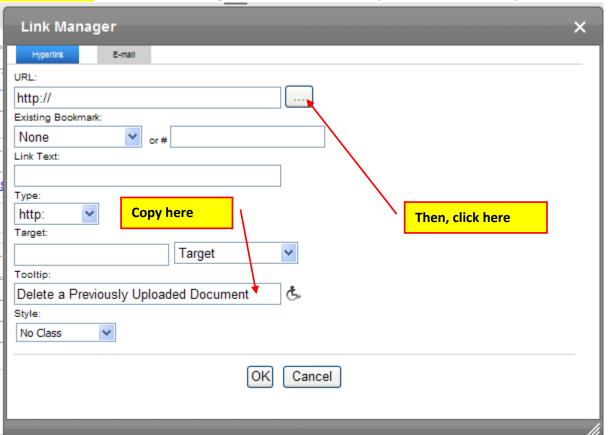
In the WORKAREA make sure you are in the CONTENT tab area, and then navigate to the folder containing the smart form or content area you wish to add the document or file to. Open the smart form or content area.



In the smart form or content area, enter the document title, description and select the file type, and then click the icon to add the link and import the document. This example uses the DOCUMENTS Template.

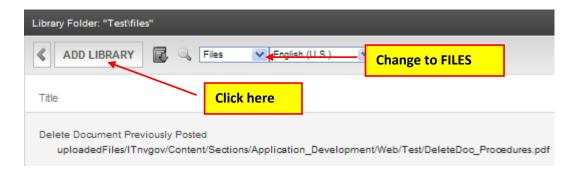


When the LINK MANAGER dialog box appears, copy the document title into the tooltip area, then click the URL button. NOTE: This entering information in the Tooltip field aids accessibility

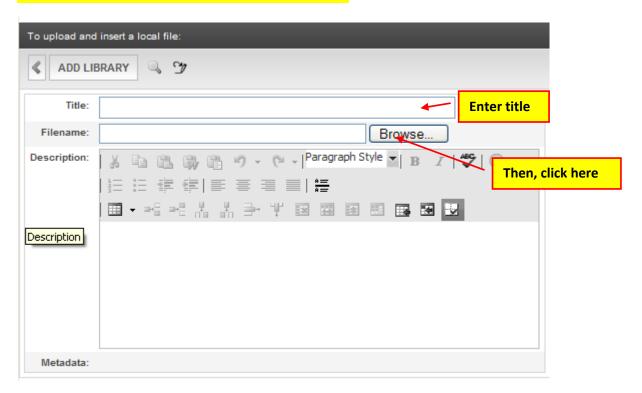


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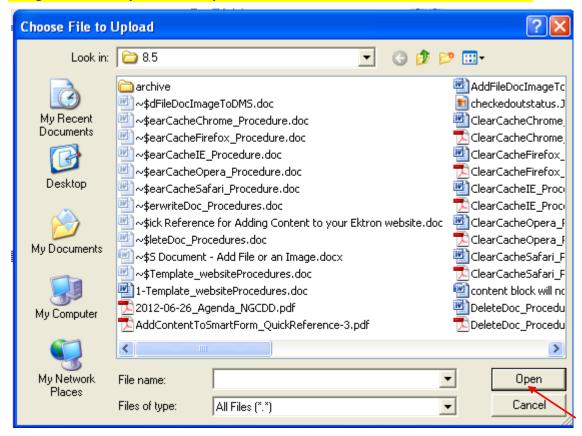
Navigate to the folder you want to upload the document to and change the type to "FILES", then click the ADD LIBRARY button.



### **Enter the document title and click the BROWSE button.**

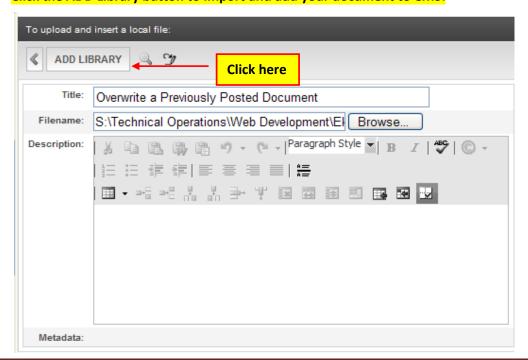


### Navigate to the file you want to upload. Double-click to select it, and then click OPEN.

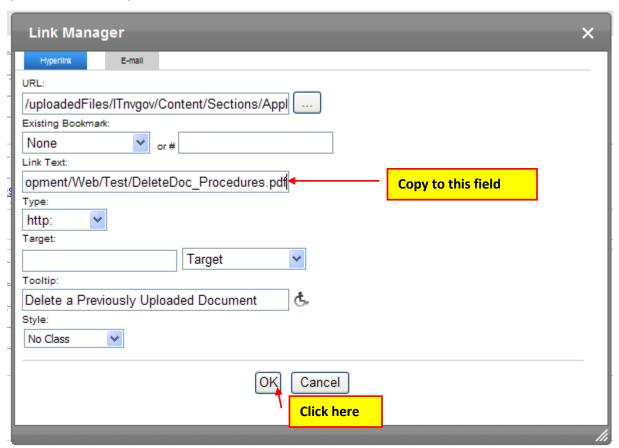


Click here

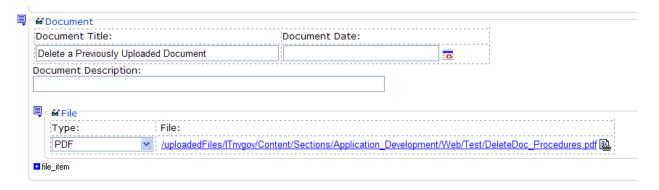
### Click the ADD Library button to import and add your document to CMS.



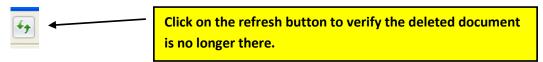
The LIBRARY FOLDER will disappear and in the Link Manager dialog box you will see the link path has been added in the URL field. It is recommended that you copy the URL path to the LINK TEXT field as this is displayed in the smart form and will make it easy to locate the folder the document resides in if you ever have to replace it.



The finished product will look similar to the print screen showing below.



Go to the browser page in the staging environment you were trying to see changes on and click the refresh button.



NOTE: If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site.

If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.

# Procedure for adding a new Image to the CMS

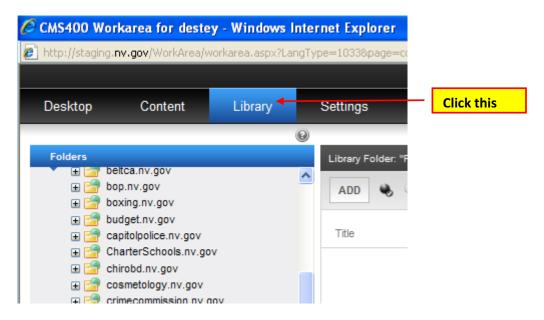
### There are two ways to upload an image.

 $1^{st}$  option is to upload the image before you add it to the content block, smart form or html content area you want it to appear on.

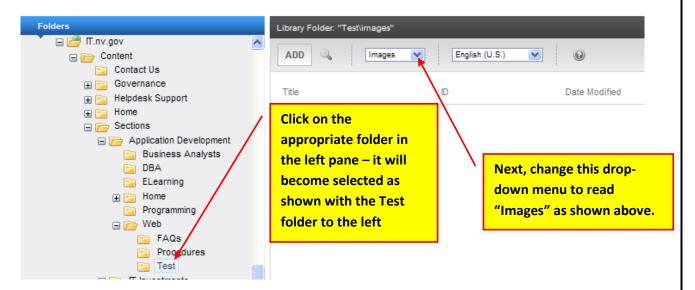
2<sup>nd</sup> option is to upload the image from within the content block or smart form you want it to appear on.

# Option 1 Procedures- Upload prior to Updating the Smart Form

Make sure you are logged in to the Content Management System, and then click the LIBRARY tab at the top of the WORKAREA. Note: The WORKAREA by default opens to the CONTENT tab.



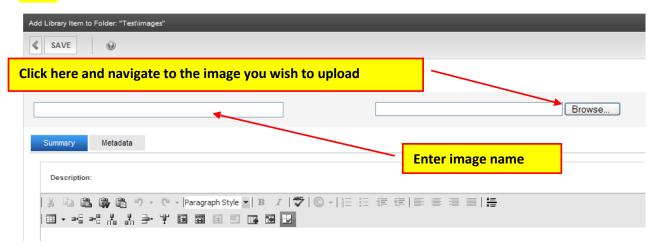
Next, navigate to and click on the folder you want to upload the new image to.



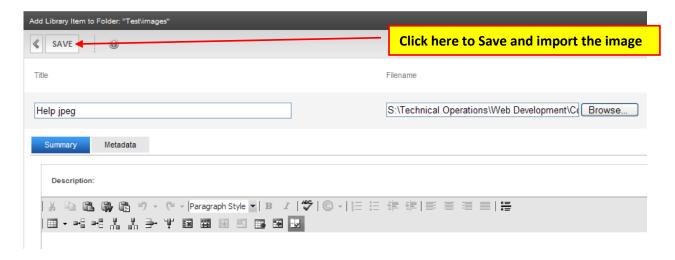
### Then click the ADD button in the right pane.



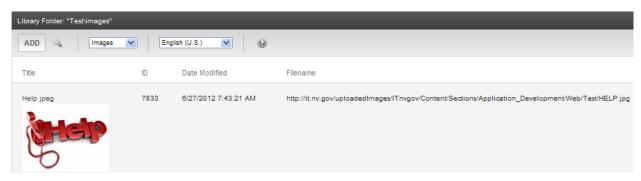
Then click the ADD button in the right pane. Then, click the BROWSE button in the "ADD LIBRARY ITEM TO FOLDER dialog box and navigate to the image you wish to upload, then enter the image name.



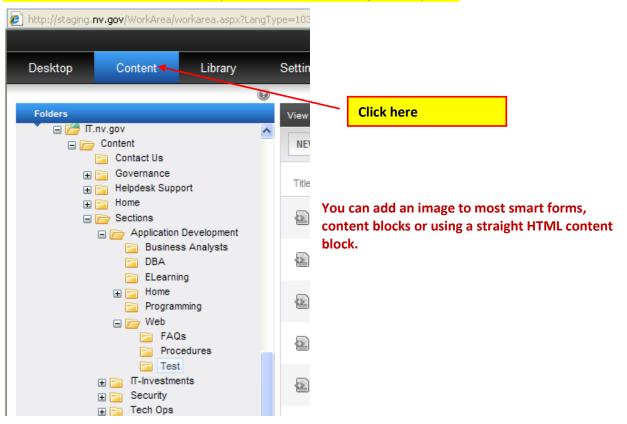
### Then click the SAVE button



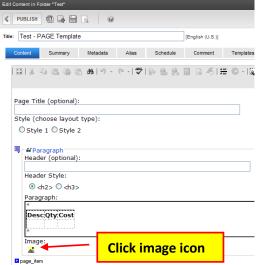
### Your image should now appear in the right pane as shown below.



Next, in the WORKAREA click the CONTENT tab, then navigate to the folder containing the smart form, html content area or content block you wish to add the image to. Open it.



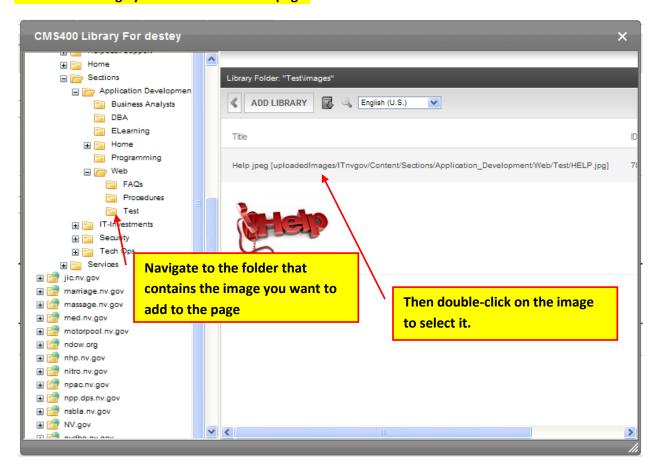
In the smart form click on the image icon to add an image to the page. The example below uses the PAGE Template that contains an image icon which will determine the placement of the image on the smart form.





Regardless of which template you are using, the appearance of the above icon will allow you to add an image to the smart form.

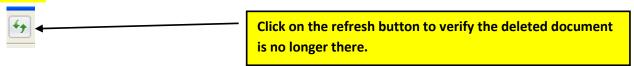
When the CMS400 LIBRARY dialog box appears, in the left pane navigate and locate the folder that contains the image you want to add to the page.



The LIBRARY FOLDER will disappear and the image will appear on your page, similar to that shown below.



Go to the browser page in the staging environment you were trying to see changes on and click the refresh button.



NOTE: If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site. If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.

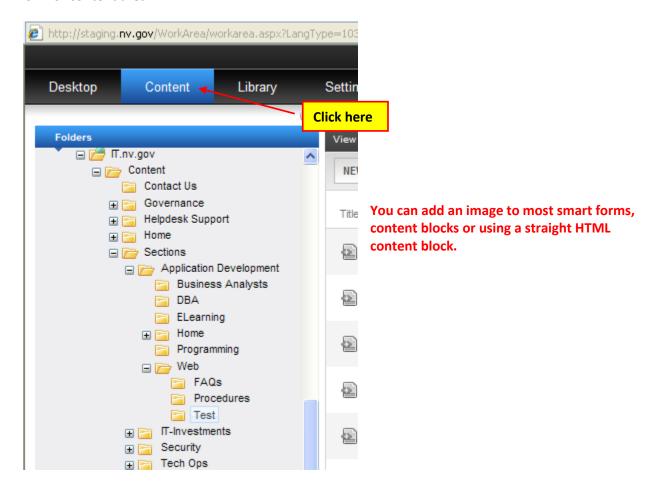
# Procedure for adding a new image to the CMS

### There are two ways to upload your file, document or an image.

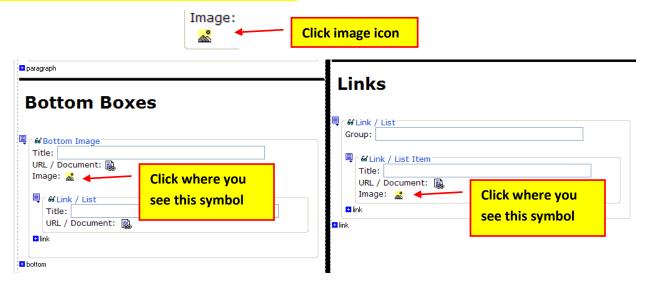
- 1<sup>st</sup> option is to upload the document before you add it to the content block (or smart form) you want it to appear on.
- 2<sup>nd</sup> option is to upload the document from within the content block or smart form you want it to appear on.

# Option 2 Procedures- Upload from within Content Area or the Smart Form

In the WORKAREA make sure you are in the CONTENT tab area, and then navigate to the folder containing the smart form or content area you wish to add the document or file to. Open the smart form or content area.

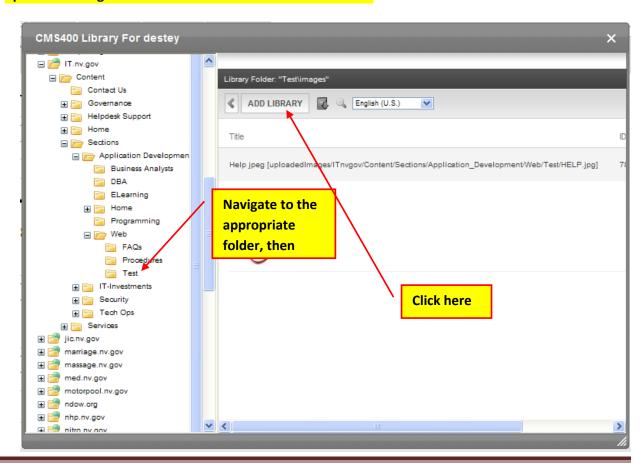


In the smart form or content area, click the image icon. This example uses the PROGRAM PAGE Template.

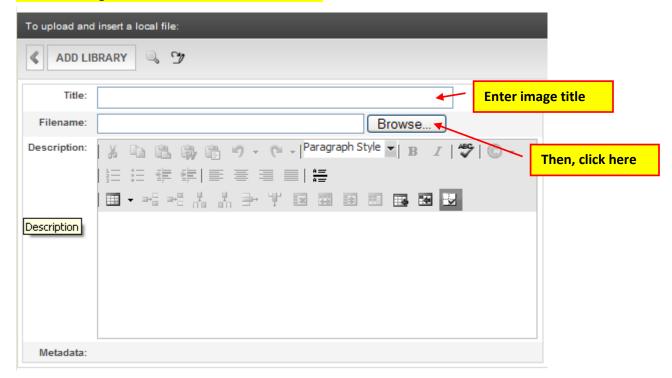


# Click here to add the image to a plain HTML Content area.

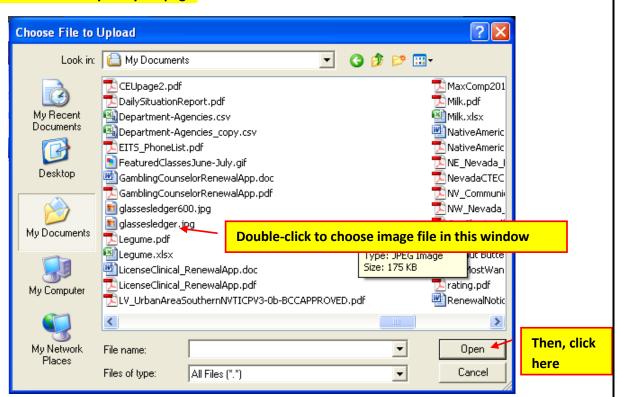
When the CMS400 LIBRARY dialog box appears, in the left pane, navigate to the folder you want to upload the image to and then click the ADD LIBRARY button.



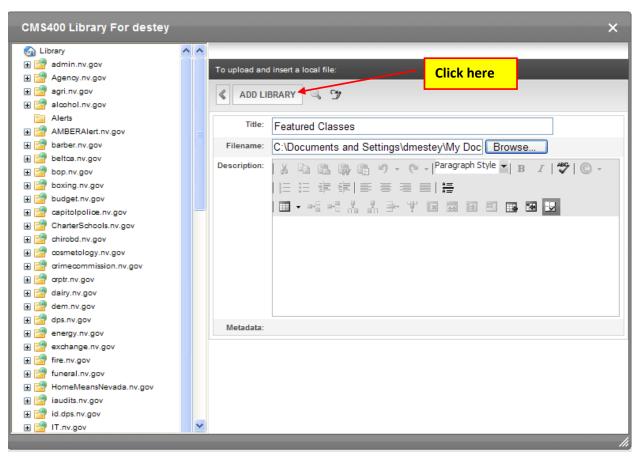
### Enter the image title and click the BROWSE button.



When the CHOOSE FILE TO UPLOAD window appears, locate and double-click on the image you want to add to the CMS library and your page.

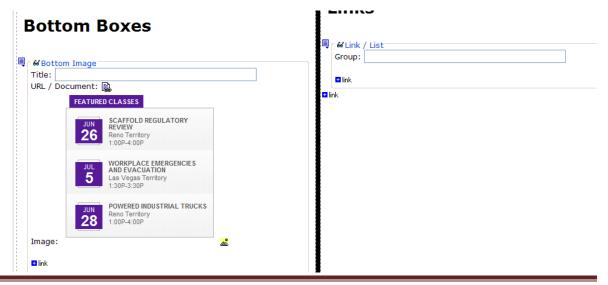


Click the ADD LIBRARY button to import and add your image to CMS and to the page.

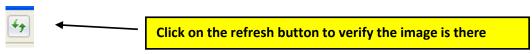


PLEASE NOTE: Size the image before you upload it to CMS.

The finished product will look similar to the print screen showing below.



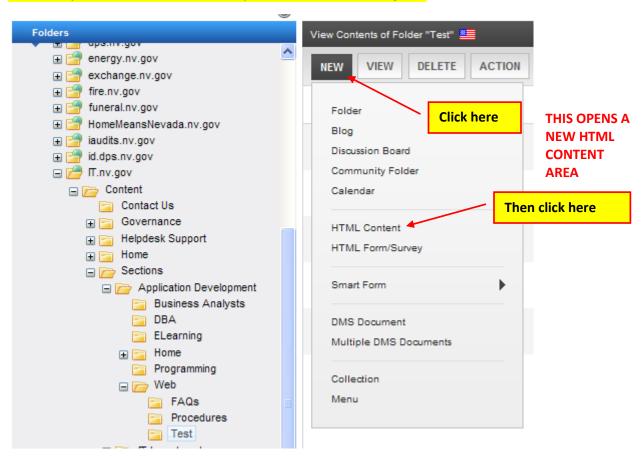
Go to the browser page in the staging environment and verify your image has been added to the page.



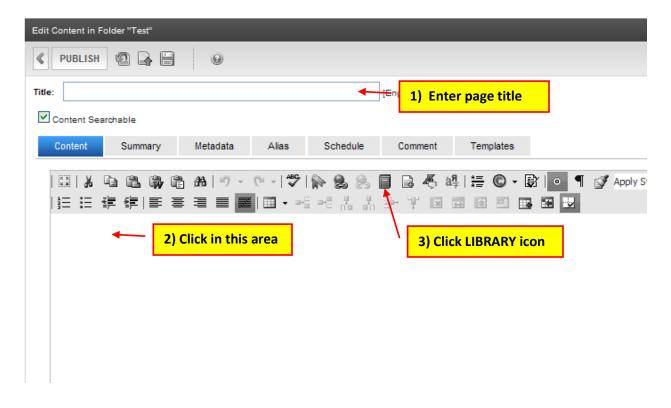
NOTE: If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site.

If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance. To add an image to an HTML content area:

Open the WORKAREA to the CONTENT TAB, click NEW then HTML CONTENT from the drop-down menu or open the HTML Content area you want to add the image to.



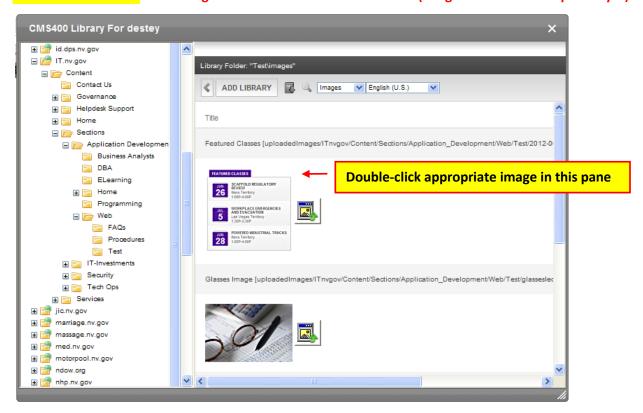
When the HTML Content area appears, enter a page title, place your cursor in the window, and then click on the LIBRARY icon button.



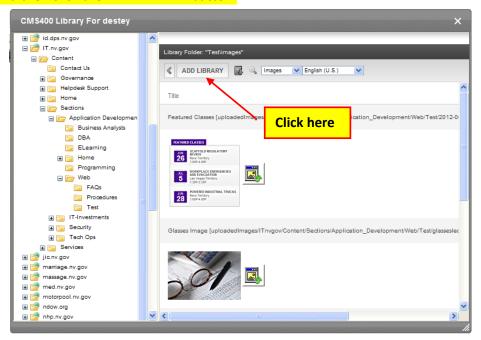
See Option 1 Procedures (import image before adding to page) or Option 2 Procedures (add image at the same time as adding to page) on the next page.

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OPTION 1 PROCEDURE - In the CMS400 LIBRARY navigate in the left pane to the folder you uploaded the image to and then scroll down and locate and double-click on the image you want to add to the HTML content area. If following OPTION 2 PROCEDURE see below (image has not been imported yet).

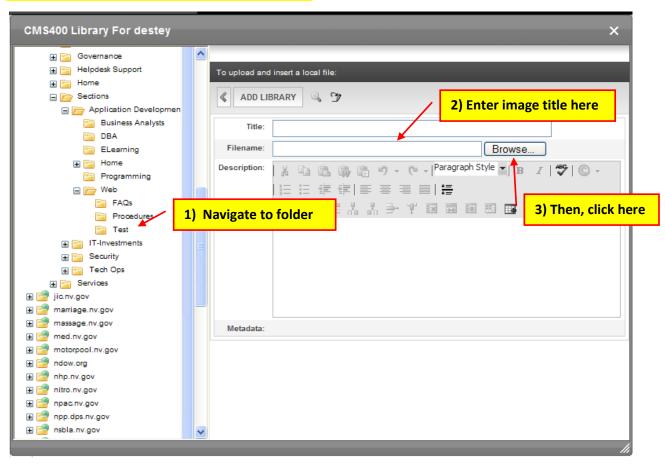


OPTION 2 PROCEDURE - In the CMS400 LIBRARY navigate in the left pane to the folder you uploaded the image to and then click the ADD LIBRARY button.

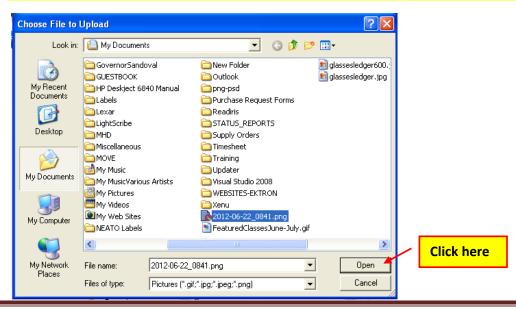


#### **OPTION 2 PROCEDURES CONTINUED**

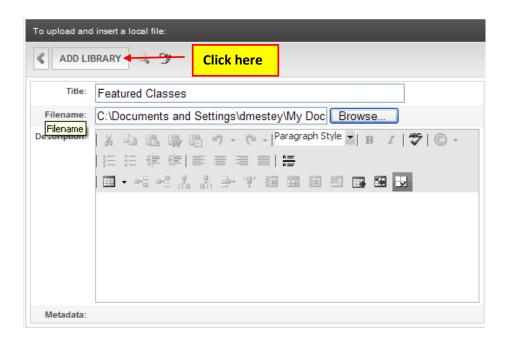
In the CMS400 LIBRARY navigate in the left pane to the folder you want to upload the image to, enter the image title and then click the BROWSE button.



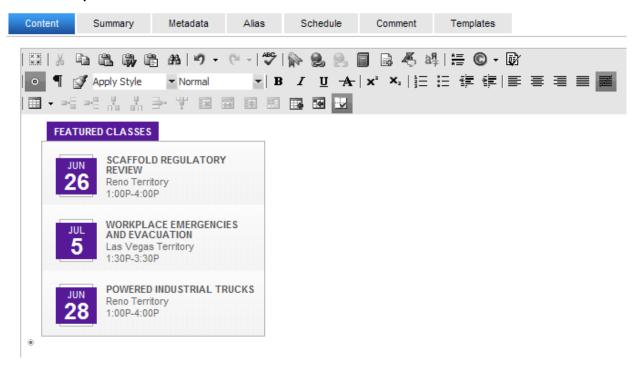
Navigate to and double-click on the image you want to upload, and then click OPEN.



When the dialog box below appears, click the ADD LIBRARY button to import the image to CMS and your page.



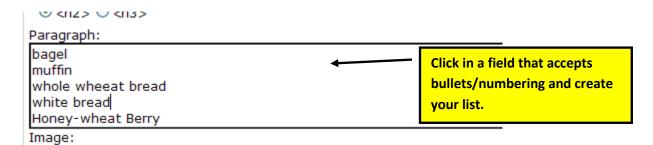
The finished product will look similar to the html content area below.



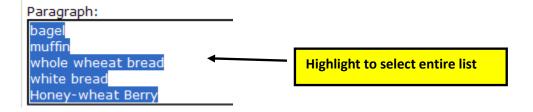
# Adding Bullets or Numbering to a Smart Form

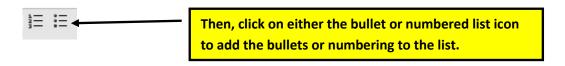
Smart Form Templates:	Fields that Accept Bullets/Numbering
Links	Page Copy & Category Description
Meetings & Agendas	Page Copy only
Page	Paragraph field only
Page - Program	Paragraph Copy
Service Catalog	Page Paragraph & Description
Staff List	Page Paragraph & Description
Tab	DO NOT USE AT THIS TIME FOR ANYTHING

Open one of the smart forms listed above (for the example below the PAGE smart form template was used). Click in a field that accepts bullets/numbering. Type your list of items, making sure to hit the enter key between each one.



### Highlight the list by selecting all of it.



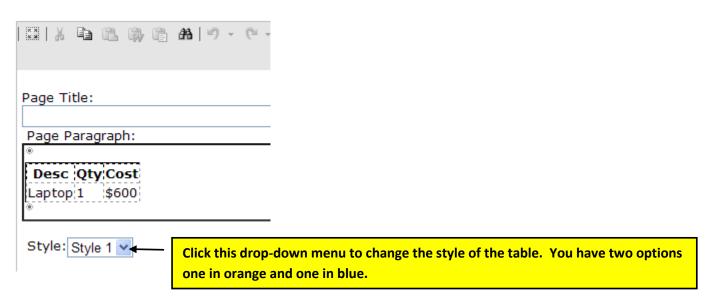


# How to add a Table to a Smart Form

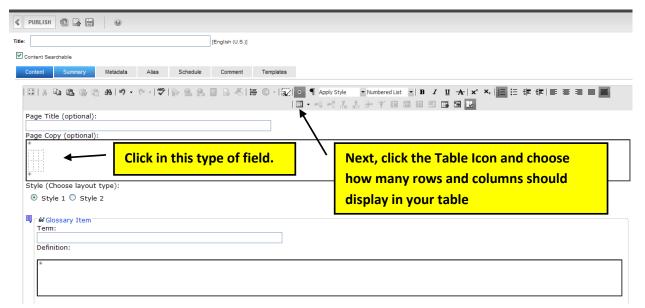
You can add a table to the following Smart Form templates:

- LINKS Both the Page Copy field and the Category Description fields will accept tables.
- MEETINGS AND AGENDAS is already set up as a table for you with 5 columns. You can have as many rows as you like, but are limited to five columns entitled Date, Location, Agenda, Minutes & Attachments.
- PAGE Only the Paragraph field will accept a table.
- STAFF LIST Both the Page Copy field and the Description fields will accept tables.
- SERVICE CATALOG This template already contains a table for rates. However, it will also allow you to add a table in both the Page Copy field and the Description fields. PLEASE NOTE: When using this template any tables you create will NOT be formatted the same as the table already contained in the template.
- PAGE PROGRAM Only the Paragraph Copy field will accept a table.

You can choose from one of two Table styles by selecting the appropriate style in the Smart Form as shown below.

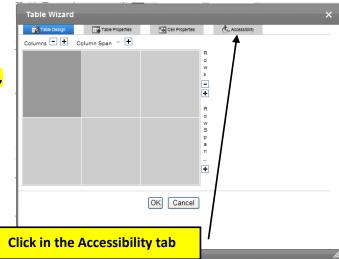


Click in a field and then choose the table icon and select the number of rows/columns you want the table to display.

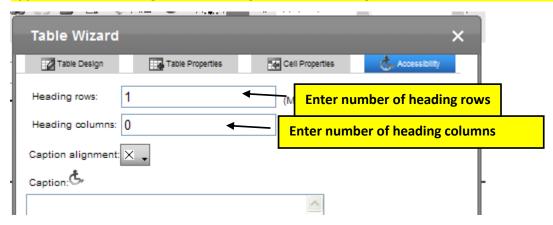


NOTE: DO NOT SET ANY CELL OR TABLE SIZES, IT WILL AUTOMATICALLY TAKE CARE OF THAT IN THE NEXT STEP.

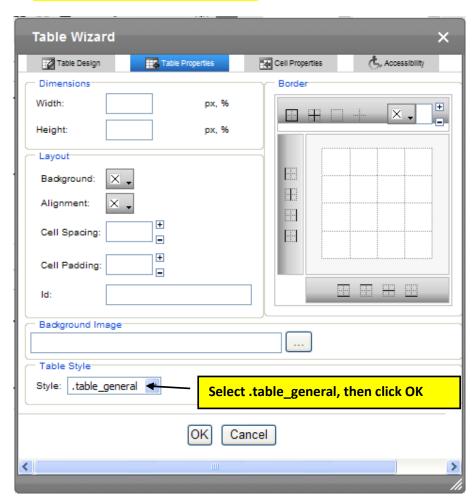
Right-click in a cell in the table just created, and choose SET TABLE PROPERTIES. The following dialog box will appear. Click on the Accesibility Tab.



When the following dialog box will appears. Enter the number of rows or columns you want to appear as table headings in the Heading Rows and Heading Columns fields, then click OK.



Next, click on the Table Properties tab. When the dialog box below appears, under Table Style, choose .table\_general, then click OK.



Your table will be formatted similar to the tables below when viewed in a browser.

STYLE 1

Tier	From	То	Rate	Amount

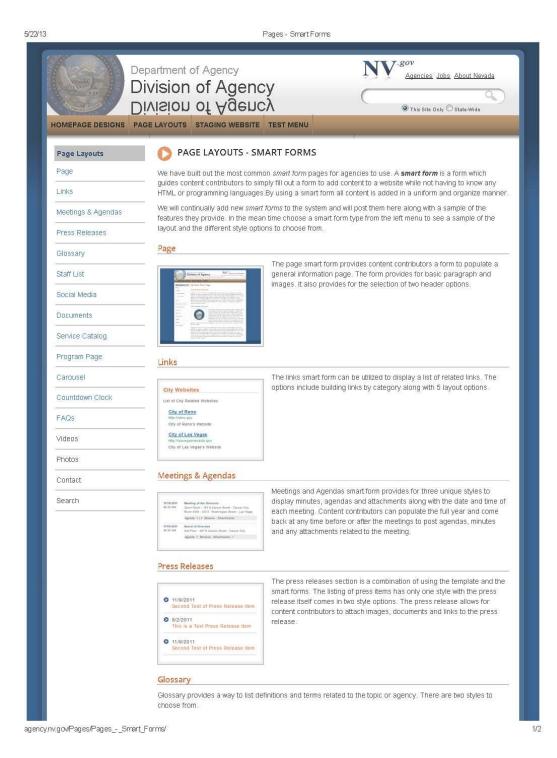
## STYLE 2

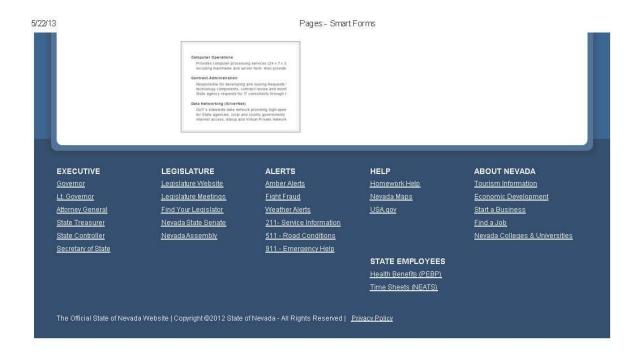


Desc	Qty	Cost
Laptop	1	\$600

# Smart Form Page Layouts

Can be found online at http://agency.nv.gov/Pages/Pages - Smart Forms/.





agency.nv.gov/Pages/Pages\_-\_Smart\_Forms/

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# Preview Saved but Not Published Content

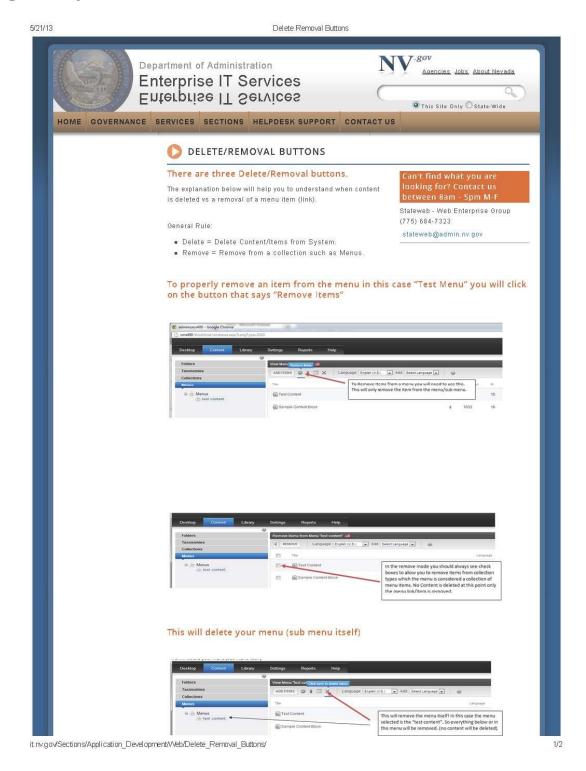
6/21/13	Unpublished F	-ages	
	E SEKNICES SECTIONS HETDDERK SUBBO Enterprise IT Services Euterbrise IL Services Debartment of Ydministration	ORT CONTACT US	Agencies, Jobs. About Nevada  This Site Only State-Wide
	Publishing Content  Clicking the PUBLISH button Content Management System to push the staging (working) environment to the production site during the next sync.  If you are not ready for your changes to click on the PUBLISH BUTTON. USE STAGE OF THE USE OF THE OWNER OF THE OWNER OF THE OWNER OF THE OWNER OWNER OWNER OF THE OWNER	instructs the changes from the live (7)  to appear on the live (8)  Ead of 'PUBLISH' vened to the live site (8)  PUBLISH button will sa anagement System to puction site during the next (1)  and 'PREVIEW' you the publishing it:  Eview button (2)  The publishing it:  Eview button (3)  The publishing it:  Eview button (4)  The publishing it:  Eview button (5)  The publishing it:  Eview button (6)  The publishing it:  Eview button (7)  The publishing it:  Eview button (8)  The publishing it:  Eview button (9)  The publishing it:  Eview button (1)  The publishing	Can't find what you are looking for? Contact us between 8am - 5pm M-F tateweb - Web Enterprise Group (775) 684-7323 stateweb@admin.nv.gov e-production site, DO NOT LISH.  When adding or building new yet.  ave any changes you make to a sish the changes or content from the cayno completed.  ur content WITHOUT  I, opening a browser window dress bar:
HOME Enterprise IT Services Department of Administration State of Nevada	GOVERNANCE SERVICES  Chief Information Officer IT Labor Leadership Team Computing Seniroes  Mission Statement SenverNon-Server Hosting Metrics  NRS 242 Silvemet WAN Seniroes  NRS 242 Telecommunication Seniroes  NRO 242 Nebwork Transport Services  State Security Policies Standards & NCAS Services  Procedures Assessments	SECTIONS Application Development Information Security IT Investment Planning Technical Operations CONTACT US	HELPDESK SUPPORT  Open a Helpdesk Tidket Deadtop Services Password Reset Frequently Asked Questions Service Request Procedures:

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it.nv.gov/Sections/Application\_Development/Web/FAQs/Unpublished\_Pages/

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# Navigation/Menu - Delete vs. Removal Buttons



By selecting the arrow next to the item you are actually in the content editor area and will allow you to delete, edit and view. It is a little confusing but makes sense as this allows you to find content easily through the menu and to edit it rather than having to find it in the content folder.



Also please pay attention to the dialog boxes as it provides a warning of what you Are about to do. In this case when you click the delete it says the following:



### HOME Department of Administration

# State Security Policies Standards & NCAS Services Procedures Information Technology Advisory Board (ITAB)

GOVERNANCE

#### SERVICES

Computing Services Server/Non-Server Hosting Silvernet WAN Services

#### SECTIONS

Information Security IT Investment Planning Technical Operations

#### CONTACT US

#### HELPDESK SUPPORT

Desktop Services Password Reset Frequently Asked Questions Service Request Procedures

# Add Category to Site Navigation Bar

## **Recommendations**

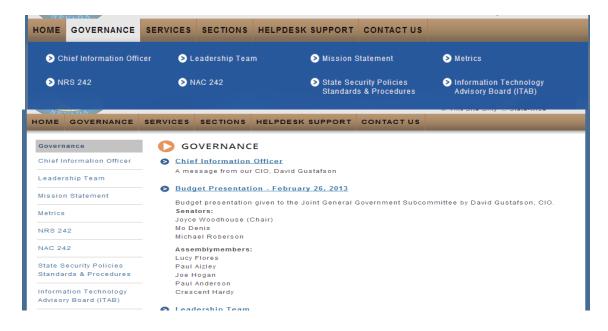
- 1. When building the navigation bar be sure to view the site in at least three different browsers as each may render the page and the menu items differently and you may find the navigation runs off the page in one browser while it does not in the others. The top five browsers at the time of this writing are:
  - a. Google Chrome
  - b. Mozilla Firefox
  - c. Internet Explorer
  - d. Opera
  - e. Safari (main browser installed on Mac computers)

source: <a href="http://internet-browser-review.toptenreviews.com/">http://internet-browser-review.toptenreviews.com/</a>

2. It is recommended that websites be organized so they have a maximum of 4 tiers and 3 tiers is preferred.

#### Notes

- 1. On the category drop-down menu you will only see the 2<sup>nd</sup> tier menu items.
- 2. If you have too many items in a category drop-down they will not all appear in the drop-down area.
- 3. In order to have left navigation show on the left side of a page, the page must be included in the menu items.
- 4. If you have too many tiers the navigation will not appear on the left even though the items have been added to the menu.



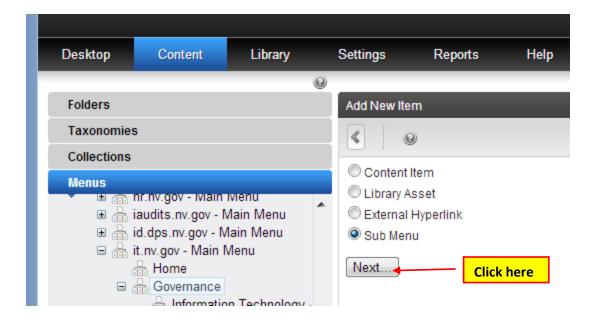
# Add Menu Categories and Items to Drop-Down Menus & Left Content Navigation

To add a category to the site navigation bar, click the MENU tab at the bottom of the workarea.



Navigate to the menu you wish to add an item to and click on the ADD ITEMS button. When the ADD NEW ITEM window appears select one of the following (if in doubt choose SUB MENU):

- 1. Content Item = if the item you want to add is a content block and the category will not need a drop-down menu.
- 2. Library Asset = if the item you want to add is a document or an image that has already been uploaded to the system and the category will not need a drop-down menu.
- 3. External Hyperlink = if the item you want to add resides on a different website and the category will not need a drop-down menu.
- 4. Sub Menu = if the category you want to add will need a drop-down menu

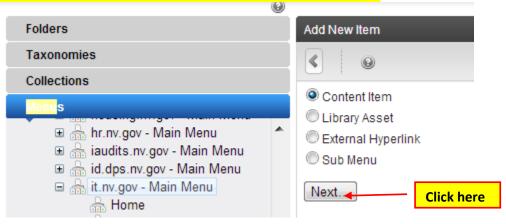


## Then click NEXT.

# IF YOU CHOOSE:

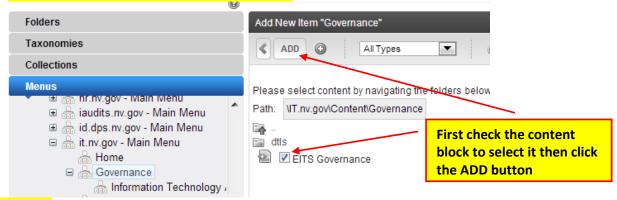
CONTENT

### Click to choose CONTENT ITEM and then click the NEXT button.



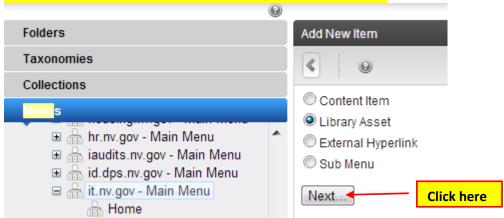
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When the ADD NEW ITEM window appears navigate to the content block you wish to add and check the item to select it, then click the Add Button.



### LIBRARY ASSET

Click to choose CONTENT ITEM and then click the NEXT button.



When the window below appears enter a Title for the document or image in the Title field then click the BROWSE LIBRARY.



Navigate to the folder that contains the image or document you want to upload. To see documents previously uploaded change the drop-down box from IMAGES to FILES.

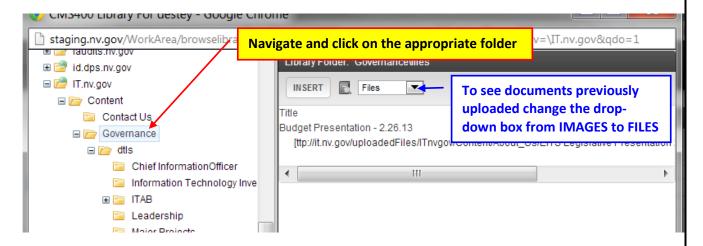
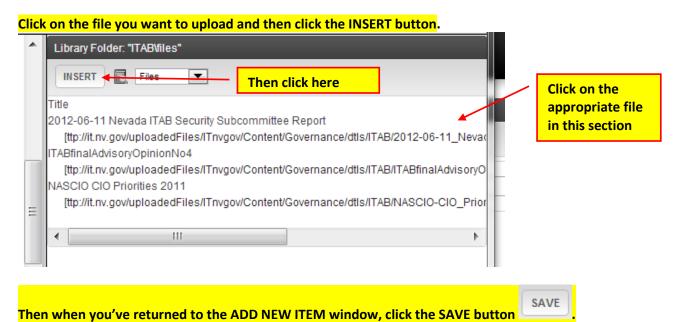
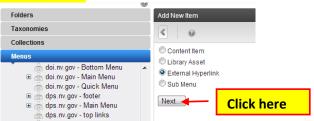


IMAGE - When the navigation window appears navigate to the folder that contains the image or document you want to upload.

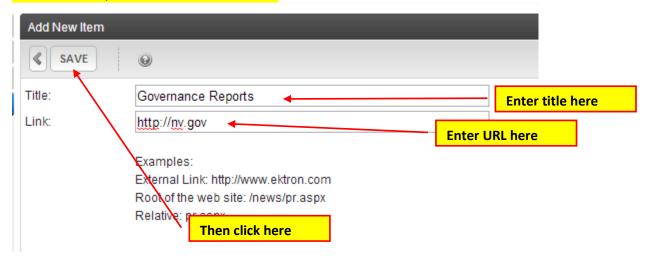
DOCUMENT - To upload a document change the drop-down box from IMAGES to FILES then navigate to the document you want to upload.



#### **EXTERNAL HYPERLINK**

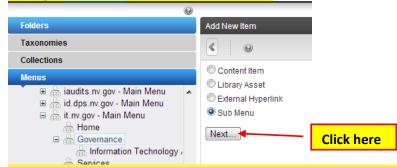


Click to choose EXTERNAL HYPERLINK and then click the NEXT button. When the ADD NEW ITEM window appears enter a Title for the hyperlink in the Title field and enter the url to the website page in the Link field, then click the SAVE button.

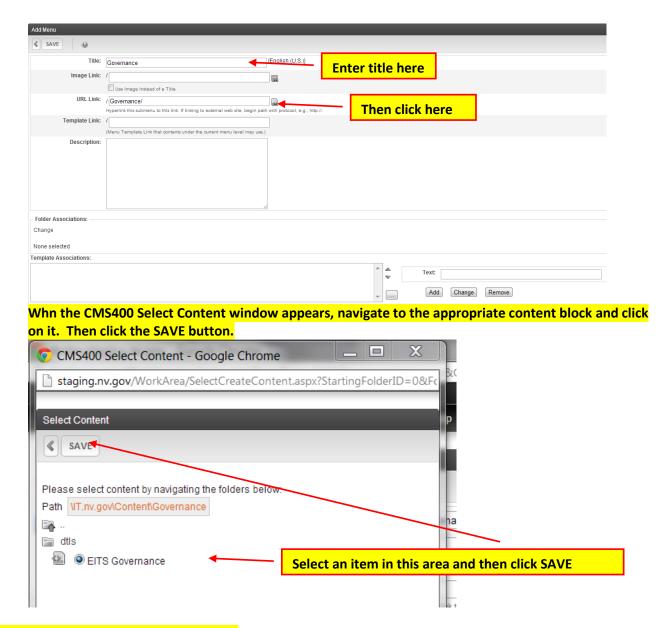


### **SUB MENU**

### Once you've chosen SUB MENU, click NEXT.



When the Add Menu window appears enter the title you want to appear on the Navigation bar, and click the browse button to the right of URL Link field.

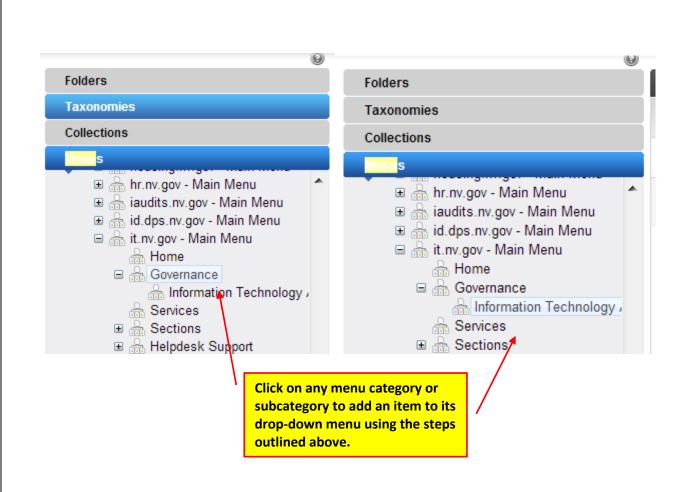


Repeat these steps for each new category.

# Add Category Drop-Down Item To Site Navigation

Repeat the steps above as if you were adding a new category, but choose the appropriate sub-category before clicking on the ADD ITEMS button.

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# **Logging Out**

Close the WORKAREA by clicking on the 'X' in the top right corner, then direct your browser to <a href="http://staging.nv.gov">http://staging.nv.gov</a> and log out by clicking on the LOGOUT button.

